



**National Science Foundation  
Office of International Science and Engineering  
How to Apply to the East Asia and Pacific Summer  
Institutes (EAPSI) Fellowship Program for U.S.  
Graduate Students via NSF FastLane**

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## How to Apply to the East Asia and Pacific Summer Institutes for U.S. Graduate Students (EAPSI) via NSF FastLane

These instructions have two parts: Part 1 for PIs (Applicants) and Part 2 for Writers of Reference Letters. Applicants are urged to read PI instructions to the end (page 12) as there are multiple steps in the submission process.

**Technical questions about how to apply in Fastlane should be directed to the Fastlane Helpdesk 800-673-6188; [fastlane@nsf.gov](mailto:fastlane@nsf.gov). Programmatic questions (e.g. content) about how to apply should be directed to the EAPSI Program 703-292-2993 or [eapsi@nsf.gov](mailto:eapsi@nsf.gov)**

### PART 1: Instructions for PIs

It is advised to have the following documents ready for uploading in Word or PDF format to begin your FastLane application:

- Project Summary (one-page limit, consists of Overview, Intellectual Merit, and Broader Impacts)
- Project Description (*five-page total limit, starting with Project Synopsis and Timeline*)
- References Cited
- Biographical Sketch or CV (*two-page limit*)
- Data Management Plan
- Host Letter of Acceptance and summary of correspondence between you and host

See the Program Solicitation for details on the content/requirements for each of these parts of your proposal: <http://www.nsf.gov/eapsi>

Make sure your 5-page Project Description and 2-page Bio sketch/CV adhere to **Formatting Requirements:**

- Font: Arial, Courier New or Palatino Linotype at a font size of 10 points or larger; Times New Roman or Computer Modern family of fonts at a font size of 11 points or larger
- Single spaced is allowed
- Margins in all directions are at least one inch
- Paginate

**PLEASE REMOVE SECURITY SETTINGS ON ADOBE FILES UPLOADED INTO FASTLANE.**

- Access the FastLane web site: <http://www.fastlane.nsf.gov/>.
- Click on Postdoctoral Fellowships and Other Programs: [https://www.fastlane.nsf.gov/jsp/homepage/postdoc\\_fel.jsp](https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp)
- Click on Individual Registration (in the middle of the page) GO:

### **Step 1: Individual Registration**

- After reading the statement 'RULES OF BEHAVIOR', check the box and click the *Accept* button.
  - On the *New Individual Registration Request* screen, type in your personal information. All fields preceded with an asterisk are required.
  - Click the *Submit* button.
  - After confirming information, click the *Approve* button.
  - Click the *Continue* button to complete registration.
- Once completed you will receive an e-mail from FastLane containing your name, pseudo SSN if you did not use an actual SSN, and password.

### **Step 2: Log In as PI**

- Returning to the *Postdoctoral Fellowships and Other Programs* screen [https://www.fastlane.nsf.gov/jsp/homepage/postdoc\\_fel.jsp](https://www.fastlane.nsf.gov/jsp/homepage/postdoc_fel.jsp), click the GO button next to *PI/Co-PI Login Page*.
- Type your Last Name, Social Security Number (SSN) and Password and then click the *Login* button.
- The first time you login, you will be asked to change your password. Write it down and keep in a safe place.
- On the *What Do You Want to Work On?* Screen, click on *Proposal Functions*.
- On the *Proposal Functions* screen, click on *Proposal Preparation*.
- On the *Principal Investigator (PI) Information* screen, scroll down and check your information. To update, click the *Edit PI Information* button and update. When complete, click the *Save Changes* button.

### **Step 3: Create a Proposal**

- On the *Principal Investigator (PI) Information* screen, click the *Prepare Proposal* button.
- On the *Create New Proposal* screen, click the *Create Blank Proposal* button.

The *Form Preparation* screen appears showing the *Temporary Proposal Number* at the top of the screen. Should you need assistance, provide this number to the FastLane Help Desk (800-673-6188; [fastlane@nsf.gov](mailto:fastlane@nsf.gov)).

Note: The proposal's *Table of Contents* and *Budget* will be automatically generated by FastLane.

You must begin by preparing the *Cover Sheet*.

### **Cover Sheet**

- Click the GO button next to *Cover Sheet*.
  - Awardee Organization – will be populated automatically with your name (EAPSI awards are individual; Pls act as their own organizations and their own Authorized Organizational Representatives (AORs)
  - Primary Place of Performance – your host organization (first-choice only)

The *Institutional Code* should begin with a "P".

- Click the GO button next to *Program Announcement*.
- Scroll down to and highlight *East Asia and Pacific Summer Institutes*.
- Click on *Select*. The next screen will show both the *Program Announcement* 13-593 and the *NSF Unit Consideration: OISE-EAPSI*.
- Click the GO button next to *Remainder of the Cover Sheet*.
- Select OK button when you see "The Remainder of the Cover Sheet has been automatically filled in and saved". The *Form Preparation* screen will appear.

### **Application Form**

In Item 2, list up to three host locations in order of preference: Australia, China, Japan, Korea, New Zealand, Singapore, or Taiwan. You do not need to select potential host researchers at your second and third choice host locations.

In Item 3, identify the NSF program area or research directorate within whose purview the research project falls, i.e.

- Engineering
- Mathematical and Physical Sciences (MPS)

- Geosciences
- Computer and Information Science and Engineering (CISE)
- Biological Sciences
- Social, Behavioral and Economic Sciences (SBE)
- Education and Human Resources(E.H.R.)

This field is limited to 30 characters.

In Item 4, provide a succinct and clear title of the research project you are proposing in terms understandable to any scientist; do not use abbreviations or acronyms. This field is limited to 100 characters (since the title starts with **EAPSI**: your actual character limit is 94).

### **Project Summary**

Project Summary cannot exceed one page. It consists of Overview, Intellectual Merit, and Broader Impacts. Address **Intellectual Merit** and **Broader Impacts** of proposed activity separately.

Intellectual Merit includes but is not limited to answering the following questions:

- How important is the proposed activity to advancing knowledge and understanding within its own field or across different fields?
- How well qualified is the proposer to conduct the project?
- To what extent does the proposed activity suggest and explore creative, original, or potentially transformative concepts?
- How well conceived and organized is the proposed activity?
- Is there sufficient access to resources?

Broader Impacts include but are not limited to answering the following questions:

- How well does the activity advance discovery and understanding while promoting teaching, training, and learning?
- How well does the proposed activity broaden the participation of underrepresented groups (e.g., gender, ethnicity, disability, geographic, etc.)?
- To what extent will it enhance the infrastructure for research and education, such as facilities, instrumentation, networks, and partnerships?
- Will the results be disseminated broadly to enhance scientific and technological understanding?
- What may be the benefits of the proposed activity to society?

**Project Description** must start with Project Synopsis and Timeline.

Project Synopsis is a brief summary of your research project.

Timeline provides a week by week description of your research, including preparations required prior to your departure, where applicable, e.g.,

Pre-EAPSI (i.e. preparation, if applicable):

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

For Japan, add Week 9 and 10.

Post-EAPSI: (e.g., reports, publications, outreach activities, further collaboration, etc.)

- ✓ Present a research plan including a short introduction and background section. Provide a clear description of what research you plan to conduct and why traveling to the host location is justified for the project's successful completion. If asking hypothesis-driven research question(s), give research objectives and methodologies. The description should be detailed and specific enough to be evaluated by both disciplinary experts and general enough for an interdisciplinary panel. If specific hypotheses are not presented, give sufficient detail to explain what research is being conducted, how, and why. Explain how the research fits into your thesis research and/or career goals.
- ✓ The proposed research should be achievable within 6-7 weeks (8-9 weeks for Japan).

- ✓ Describe previous collaboration with the host and/or proposed future collaboration as a result of an EAPSI project, if any.
- ✓ Identify any special clearances or reviews required, e.g., human subjects, vertebrate animals, collection/import/export permits and how these requirements will be met prior to accepting an EAPSI fellowship.
- ✓ Give a brief scientific biography of your primary proposed host, including a few select publications or activities that directly relate to your project, if any.
- ✓ Provide justification for host location, e.g. unique resources and capabilities of the proposed host institution and researcher, complementarities and expected mutual benefits of the proposed international collaboration.
- ✓ Explain how the specific expertise of your proposed host researcher and capability of the host institution (e.g., facilities, data, and equipment access) benefits your proposed project, i.e., describe what benefits derive from working with your host on the proposed research topic/project.
- ✓ Describe the expected value of gaining both cultural and scientific experience in Australia, China, Japan, Korea, New Zealand, Singapore or Taiwan to your future career goals.
- ✓ Describe any unique qualifications you possess to conduct research in an international setting.
- ✓ List your thesis advisor who will be writing your Letter of Reference; include his or her institution, position, and identify any potential conflicts-of-interest, e.g., personal or family relationships, etc.

**References Cited:** Literature cited in the Project Description is not counted against the 5-page limit on the project description but must be listed separately and uploaded into the References section.

**Biographical Sketch** (click on GO button next to your name)

- ✓ Provide a biographical sketch not to exceed 2 pages that includes your academic background, previous appointments, past research experience, previous international experience, a list of publications, and/or other pertinent information (e.g., awards, skills and abilities) you consider relevant to determining your overall suitability for receiving an EAPSI fellowship. Your CV needs to explain



clearly what graduate program you are enrolled in, what degree you seek, and where you are in the process of earning the degree.

- ✓ List any Responsible Conduct of Research training you have had.
- ✓ If you are a prior EAPSI Fellow, indicate the year and location of Fellowship experience and provide a short paragraph on results of your past EAPSI support.
- ✓ Include information on other sources of federal support (if applicable).
- ✓ The biographical sketch should include only your professional information; do not include personal information, such as birth date, home address, etc.

### **Supplementary Documents**

Each of the required documents is a separate document. Repeat the procedure described in this section to upload PDF versions of the following documents:

- a) Proof of Current Enrollment: A statement from your advisor, the registrar's office, Dean, or Department Chair attesting to your current enrollment in the graduate program. Email statements with their original headings including senders' email addresses and dates are acceptable.
- b) Graduate Transcripts (graduate transcripts are required; undergraduate transcripts are optional). Unofficial transcripts printed out from the registrar's website are permitted.
- c) Letter of invitation or acceptance (email is sufficient) from the potential host researcher. The host letters must indicate that the host has read your proposal and agrees to host you for the proposed project, what benefits will accrue to the host's research, and what facilities and resources will be made available to you for the summer.
- d) Include a description of how you made contact with the proposed host and established mutual commitment to the project. You may use a summary of your contacts or include copies of emails you exchanged with the proposed host. Keep this section brief.
- e) IRB Approval (if applicable): If your proposal involves human subjects, include Institutional Review Board (IRB) Approval or Exemption information from your home or host institution. Otherwise address how you will obtain approval in the project description.

- f) Vertebrate Animals Statement (if applicable): Upload Institutional Animal Care and Use Committee (IACUC) approval for your research from your graduate institution or similar approval from the host institution, if available. Otherwise address how you will obtain the approval in the project description.
- g) Responsible Conduct of Research training certificates (**if available**, e. g, from <https://www.citiprogram.org> or comparable program at your U.S. university)
  - o Data Management Plan (no more than two pages, typically one paragraph). Your proposal must describe a plan for data management and sharing of the products of research. Data Management Plan may include a paragraph addressing the types of data, samples, physical collections, software, curriculum materials, and other materials to be produced in the course of the project; the standards to be used for data and metadata format and content; policies for access and sharing including provisions for appropriate protection of privacy, confidentiality, security, intellectual property, or other rights or requirements; policies and provisions for re-use, re-distribution, and the production of derivatives; and plans for archiving data, samples, and other research products, and for preservation of access to them.

**Do not include any additional materials. If your proposal does not meet formatting requirements or includes additional materials, it will be returned without review.**

**Mentoring Plan does not apply to EAPSI proposals.**

**Add/Delete Letter of Recommendation Writer**

- Click the GO button next to *Add/Delete Letter of Recommendation Writers*.
- Click the Add Recommendation button.
- Type in the information about the writer and assign a unique password.
- Click the Add Recommendation button to save the reference information.

The next screen will ask if you want to send this person an e-mail with the Temporary Proposal Number and the Password.

- Click either the Yes or No button.

If you select *No*, contact your Recommendation Writer directly and provide him/her with the Temporary Proposal Number and the Password.

You can check the status of letters of reference by clicking on the GO button next to *Status: Letters of Reference* on the *Form Preparation* screen.

**Note: Do not submit your proposal until the required letter of recommendation is submitted.**

#### **Step 4: Submit the Completed Proposal**

**Print out** all the forms to review the proposal.

- Click the *Print* button under *Navigation* on the right side of the *Form Preparation* screen or on the *Proposal Actions* screen.
- View and print the entire proposal by clicking the GO button next to *Print Entire Proposal*.
- When satisfied that all documents conform to page limitations and print out well, return to the *Proposal Actions* screen using the *Go Back* button.
- Highlight your application in the upper box.
- Click the *Submit* button.
- The screen shows the question, *Are you sure you wish to proceed with submission?* Click the *Continue* button.

If some parts of the proposal have not been saved, they will be listed along with a *Go Back* button. Otherwise, the screen will state, *All required forms are saved, you can submit proposal.*

- Scroll down and read the information under *Certification for Authorized Organizational Representative or Individual Applicant*.
- Keep scrolling down and reading until the *Sign and Submit* button appears. Click the *Sign and Submit* button.
- The next screen will show your **official NSF proposal number. KEEP this number for reference in all future correspondence with NSF about your application.**

Note: If you do not see the *Submit* button on the *Proposal Actions* screen, click the *Allow SRO Access* button. Click the GO button next to *Allow SRO to view, edit, and submit proposal* and follow instructions below.

- Return to the FastLane homepage. Click on *Research Administration* (in the upper left corner of the screen).
- On the login screen, type your last name, SSN and password. Click the *Login* button.
- Click the GO button next to *Submit Proposal to NSF*.
- Highlight your application in the upper box. Click the *Submit* button.
- Scroll down the screen and review the Cover Sheet information.
- Continue scrolling down until you see the question, *Submit to NSF?*
- Click the Yes button.
- The next screen will show your official NSF proposal number. Use this number for all correspondence with NSF about your application.

Reminder: Submission deadline is 5:00 pm submitter's local time on **November 10, 2016**. Late submissions are returned without review.

**EAPSI Fellowship is an individual award – you are acting as your own Organization and Authorized Organizational Representative (AOR).**

**You must SUBMIT your application. If you save but not SUBMIT, your application will not be received by NSF!**

=====Send to Reference Letter Writer=====

## **Part 2: Instructions for Writers of Letters of Recommendation**

Please provide your reference as soon as possible so that the student can submit his or her application before the November 10, 2016 5:00 PM deadline.

It is advised to have the text of your reference ready as a word processing file for uploading to NSF's FastLane system. If you need to contact FastLane please see [www.fastlane.nsf.gov/contacts/contact\\_fl.jsp](http://www.fastlane.nsf.gov/contacts/contact_fl.jsp).

**Please identify any potential Conflicts-of-Interest, such as personal or familial relationships with the applicant.**

- Access the FastLane website: <http://www.fastlane.nsf.gov/>.
- Click on *Postdoctoral Fellowships and Other Programs*.
- Click the Go button next to *I am a Letter of Reference Writer*.
- Type your Last Name, the Temporary Proposal Number, and your Password. Click on the *Create/Submit Letter of Reference* button.

- The first time you login, you will be asked to change your password.
- Type the new password in both boxes. Click the Save button.

### **Step 1: Rating**

- Click on *Step 1: Go* button.
- The screen for *Step 1: Rating* appears.
- Complete all sections.
- Click the Save button.

Screen appears stating the Rating has been saved.

A table shows

Step 1: Rating - Green saved

Step 2: Letter - Red not uploaded

Step 3: Reference - Red Not Submitted.

### **Step 2: The Letter**

- Click the *Step 2: Go* button.

The upload screen for the *Step 2: Letter* appears.

- Click the *Browse* button.
- Find the word processing file for your letter and double click on it so it fills the box next to the *Browse* button.
- Click the *Upload* button.
- After the file has been uploaded, Proof read.
- Click the *Accept* button.

Screen appears stating that the Letter has been uploaded.

A table shows

Step 1: Rating - Green Saved

Step 2: Letter - Green Saved

Step 3: Reference - Red Not Submitted.

- Click the OK button to continue.

### **Step 3: The Reference**

- Click the *Step 3: Go* button.
- Type name into signature box.
- Click the *Submit* button.

Screen appears stating *Reference has been submitted.*

A table shows

Step 1: Rating - Green Submitted

Step 2: Letter - Green Submitted

Step 3: Reference - Green Submitted.

- Click the OK button to continue.
- Return to Reference.

Reference Status box will show *Green submitted* for all three steps.

#### **Step 4: Exit Application**

Leave application by clicking the *Go Back* button in the lower left corner of the screen.

## Document Preparation Checklist

Main Part	1	Project Summary (Overview, Intellectual Merit, Broader Impacts)	
	2	Project Description (no more than 5 pages, must address Intellectual Merit and Broader Impacts; provide justification for host location; must adhere to formatting requirements; start with Synopsis and Timeline; previous EAPSI awardees and recipients of other NSF awards must include a paragraph on the results of prior support )	
	3	References Cited (i.e., bibliography)	
	4	Biographical Sketch (no more than 2 pages)	
	5	One Letter of Recommendation (from current U.S. advisor, submitted by recommender directly in FastLane)	
	6	Data Management Plan (typically a paragraph, no more than 2 pages)	
Supplementary Documents	7	Letter of Acceptance from Foreign Host Researcher (email is sufficient). Letter of Acceptance must state: Host has read the project description; Host is willing to host the student; Host has the resources, facilities and equipment to support the proposed research.	
	8	Communication with Potential Host Researchers (email is sufficient). Include email correspondence with the host discussing the proposed research that confirms mutual commitment to the project. Alternatively, include a summary of communication with host.	
	9	Graduate Transcripts (must be included, even without current semester grades).	
	10	Official Statement of Current Enrollment (an email from department administrator stating that you are actively enrolled is sufficient).	
	11	If your proposal involves human subjects, include information on Institutional Review Board (IRB) Approval or Exemption	
	12	If your proposal involves vertebrate animals, include information on Institutional Animal Care and Use Committee (IACUC) Approval or Exemption	